



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-03-093	OPENING DATE: 11-26-03	CLOSING DATE: 12-19-01	OPEN TO ALL CANDIDATES
POSITION: Calendar Coordinator JS-945-10	TYPE OF APPOINTMENT: Career Service	SALARY: \$44,098-\$57,329 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Civil	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	
<p>BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for assisting the Branch Chief and Branch Supervisor in providing leadership, training, and guidance to the Civil Courtroom Clerks. Instructs and trains Courtroom Clerks when new procedures and policies are instituted. Assists and/or prepares the annual performance evaluations of all Courtroom Clerks. Manages the assignment of courtroom clerks to the Division's judges/calendars. Coordinates the proper delivery of all daily court calendars and files to assigned judge. Coordinates the accurate and timely preparation of daily calendars when assigned Courtroom Clerk is on leave. Reviews all calendars, jacket entries and corresponding paperwork for completeness and accuracy. Reviews on a weekly basis the entry of all scheduling orders entered into the computer. Ensures that any inconsistencies are detected and corrected immediately. Incumbent is also responsible for the daily accountability and timely transfer of prisoner come-up and prisoner return paperwork to the U.S. Marshall, insuring proper processing of all persons in lock-up. Accurately processes, secures, and stores all civil exhibits. Carries out the functions of a courtroom clerk in cases of staff limitations.</p> <p>MINIMUM QUALIFICATIONS: Six (6) years of criminal justice, legal or court experience, including at least two (2) years of experience in a courtroom. Relevant education in Criminal Justice or a directly related field may substitute for up to four (4) years of general court or criminal justice experience. Please submit a copy of your most recent performance evaluation with your application</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Knowledge of courtroom procedures, rules, case flow processing and documentation required for civil case processing and detention and/or release of defendants.2. Ability to review and evaluate written materials for completeness and correctness of entries.3. Ability to use a personal computer including word processing and spreadsheet software to generate statistical and other reports.4. Effective written, oral communication and interaction skills, in order to coordinate problem-solving with judicial and courtroom staff, manage operations and employees, and to provide courteous and effective customer service. <p>SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.</p> <p style="text-align: center;">Submit Court Application and Ranking Factors to: DC Courts, Human Resources Division, 515 5th St., NW, Washington, DC 20001. For further information call (202) 879-0496. Visit us on the web at www.dccjobs.gov</p>			
It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.			

